



"The problem is never how to get new, innovative thoughts into your mind, but how to get old ones out."

- Dee Hock, creator of VISA

Purchasing Update

Division of Purchasing, Idaho Department of Administration

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Repairs of Equipment

In prior years, repairs to equipment that were part of real property costing less than \$2,500 and unscheduled repairs to equipment less than \$5,000, where the cost could not be ascertained in advance, were exempted from the competitive bidding process. In 2001 the no-bid limit was increased to \$5,000 and the laws and rules regarding repairs were no longer valid and removed. Since that time, repairs of equipment over \$5,000 have been subject to regular purchasing rules and statutes.

Depending upon the situation, repairs of equipment can either be handled as an emergency or as a regular non-emergency purchase. When a true emergency repair to equipment is needed (HVAC systems for example), emergency Purchasing Rule 43 and Policy Directive 02-1 are to be followed. For non-emergency repairs that exceed \$5,000 and where the cost cannot be ascertained until the equipment is disassembled, agencies should follow the provisions of Purchasing Rule 44.03 by documenting in their file that it was "impractical" to solicit 3 vendors for the repair of the equipment. That rule says:

Rule 044. SMALL PURCHASES.

03. Procedure. Unless impractical or impossible and documented in the file, these small purchase procedures require the acquisition to be publicly posted. Except as otherwise provided in this rule, no less than three (3) vendors having a significant Idaho presence as defined by Section 67-2349, Idaho Code, shall be solicited to submit quotations. Award shall be made to the responsible and responsive bidder offering the lowest acceptable quotation. The purchasing file will be fully documented for unacceptable quotations. Should it be impractical or impossible to solicit three (3) vendors, the file shall be fully documented and every effort should still be made to obtain the most favorable terms, conditions and price possible.

Agencies are encouraged to attempt to get multiple "estimates" for repairs whenever possible. While these are not quotes and the vendor cannot be held to the estimate, it will at least give a general idea as to the repair cost (no big surprises). If the estimate is close to \$5,000, the agency should work closely with the vendor to monitor the repair costs as they accumulate. Any unscheduled repair exceeding \$5,000 and not competitively bid should be reported to the Division of Purchasing on the regular purchasing activity reports.

Sicommnet BASEC™ Enhancements

In an effort to make the BASEC system more “user-friendly” for our vendors, Sicommnet has totally redesigned the vendor side of the system. Gone are the multiple frames and side bar menu buttons, replaced by File Tabs across the top of the page. This new design will also be the layout used in the future redesign of the buyer side of BASEC.

The vendor registration process also uses a new design, eliminating the frames and walking the vendor through a logical 7-step process, page-by-page. If the vendor chooses to see bids only from Idaho on the free "Access" plan they are no longer asked for credit card information. If a vendor is utilizing any of the value-added services they can now see bidding opportunities from a number of agencies across the country. In January, Sicommnet reported that they are now posting notices of bidding opportunities from 325 governmental agencies, with more to come. Vendors now see more bidding opportunities than ever before, giving them more reasons to use Sicommnet.

Legislative News

House Bill H 13, revising how surplus personal property is disposed, has passed both the House and Senate and awaits the Governor's signature. The State Board of Examiners will be developing new policies and procedures in the future.

House Bill H 118 that would have provided a state purchasing preference for recycled motor oil products was defeated in the House on 2-10-03, however House Bill HCR 26 has been introduced that will encourage state agencies to consider the purchase and use of recycled oil.

All bills can be tracked on-line at: <http://www3.state.id.us/oasis/minidata.html>

NIGP Seminar

The Idaho Division of Purchasing is pleased to announce the NIGP professional training seminar, *Public Procurement Management*. This seminar is designed for those who are, or aspire to be, managers of the public procurement function and is highly recommended for those who are working towards CPPO certification. The deadline for registration is March 21, 2003.

- Public Procurement Management (3 day seminar)
- Date: April 23-25, 2003
- Location: Boise, ID
- Cost: \$475 per person

Course Objective: Created to follow Advanced Public Procurement, this course emphasizes the management of staff personnel, productivity improvement, and technology advances in all aspects of procurement.

Seminar Outline:

- The Evolution of Public Procurement
- Organizational Methods
- The Human Resource Potential
- Strategic Planning
- Budgeting and Financial Controls
- Technology in the Workplace
- Customer Service
- Keeping Cool When the Politics are Hot
- Reports and Report Writing
- Trends in Public Procurement

NIGP training programs are open to all public procurement and materials management personnel including federal, state, county, municipal, public schools, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions of the State.

To register for this seminar online go directly to:

<http://www2.state.id.us/adm/purchasing/NIGPRegistration.htm>

Or go to the web site at:

<http://www2.state.id.us/adm/purchasing>

Click on "Agency Info"

Scroll down and click on "Training"

Click on the "NIGP Public Procurement Management Registration" link

Contract Updates

Contract BPO01294 (formerly BPO01100) – MMCAP Medical Supplies and Services – Physician Sales and Services (PSS). This contract has been extended for one year commencing March 1, 2003. There is no change in prices or terms and conditions. To access this contract eligible medical facilities must be members of MMCAP (Minnesota Multistate Contracting Alliance for Pharmaceuticals). Contact Frank Pierce (fpierce@adm.state.id.us) for information.

Contract SBPO1104 (formerly SBPO1003) – Envelopes. Plain & Printed – Allied Envelope. This contract has been extended for one year commencing February 16, 2003. There is no change in prices or terms and conditions.

Products and Services currently out-to-bid or in evaluation:

- Confidential Document Destruction/Shredding Services
- Microsoft Enterprise Software Advisor
- Laboratory Supplies and Equipment (WSCA Multi-state contract)

Contracts currently in renewal:

- HPSI/Central Purchasing Medical Supplies and Services
- MMCAP Pharmaceuticals (Manufacturers)
- MMCAP Pharmaceutical Wholesaler (Cardinal Health)
- Office Supplies – Boise Office Solutions

Division of Purchasing Employee Receives Certification

Richard Vogel has received the Accredited Purchasing Practitioner (A.P.P.) certification from the Institute for Supply Management (also known as NAPM). Dick reports he is working hard toward the next level, which is lifetime certification as a Certified Purchasing Manager (C.P.M.). Dick is an active member of the local NAPM Idaho Southwest Affiliate. To learn more about this purchasing organization go to: <http://www.napm.org/> The Boise area web site is: <http://www.napmidahosouthwest.org/> Congratulations Dick!